

TRANSMITTAL SLIP		DATE <i>7/19/88</i>	
TO: <i>OS Registry</i>			
ROOM NO.		BUILDING	
REMARKS:  <i>Pls. log &amp; file</i>			
FROM: <i>C/Policy Br/PPS</i>			
ROOM NO.		BUILDING	EXTENSION

# memorandum

DATE: APR 19 1980  
REPLY TO: DP-40  
ATTN OF:  
SUBJECT: Background Investigations

Copy to:

STAT

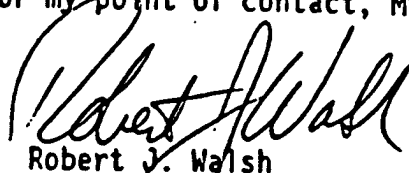
TO: Distribution

The purpose of this memorandum is to clarify personnel security policy and to define channels for requesting background investigations for the purpose of obtaining access to Sensitive Compartmented Information (SCI). This policy is also aimed at reducing or eliminating costly duplication of background investigations initiated between and among Departments/Agencies for the Department of Energy (DOE) and its contractor personnel.

Within DOE and its Government-owned, Contractor-operated Laboratories, Defense Programs (DP-40) is the cognizant office for receiving all requests for full-field background investigations leading to formal granting of SCI access. Regardless of who may require DOE or its contractor personnel to possess SCI access, it is DP-40 who will initiate the formal investigation procedures. Accordingly, all requests for SCI accesses must be sent to the DOE Special Security Officer (SSO) for initial processing. Other Departments/Agencies of the U.S. Government are not authorized to grant SCI access to DOE or DOE contractor personnel.

Special Access Programs (SAP) create unique problems. It is the responsibility of the SAP sponsoring Department/Agency to administer their programs. The DOE SSO needs to be sufficiently cognizant of these programs to provide security access for DOE personnel. Requests for access to SAPs for government employees must be made through the DOE SSO. DOE contractors should continue to supply Personnel Security Questionnaires and other pertinent data directly to the sponsoring Agency for SAP access. The granting of a SAP access does not constitute access for SCI. Once the sponsor grants DOE contractors access to a SAP, the DOE SSO must be so notified in order to preclude security access problems during formal inspections of Sensitive Compartmented Intelligence facilities.

I believe that the above stated policy should eliminate confusion as to the channel for passing requests for background investigations. I would appreciate any feedback you may have on this policy issue. Please feel free to call me on (FTS) 896-2610 or my point of contact, Mr. Don Lecrone on (FTS) 896-8297.

  
Robert J. Walsh  
Deputy Assistant Secretary  
for Intelligence  
Defense Programs

Attachment:  
Distribution List ALL DOE LABORATORIES



Information Security Oversight Office  
Washington, DC 20405



June 16, 1988

DD/A Registry  
53-1362X

OS REGISTRY  
01 JUL 1988

Dear Mr. Huffstutler:

On April 7, 1987, the Information Security Oversight Office (ISOO) issued six standard form labels that pertain to national security information:

TOP SECRET Label, SF 706  
SECRET Label, SF 707  
CONFIDENTIAL, SF 708  
CLASSIFIED Label, 709  
UNCLASSIFIED Label, 710  
DATA DESCRIPTOR Label, SF 711.

These forms were developed and issued to meet the needs of the executive branch for enhanced protection of collateral classified information contained in magnetic media and other media, such as micrographics. Since the issuance of these labels, several questions have been asked often enough that ISOO has decided to respond to them in a communication to all the agencies that may be using the labels. We enclose these questions and answers. We would very much appreciate your distribution of these questions and answers to all your activities that may be using these labels now or in the future.

If you have additional questions concerning the labels, please call Laura Kimberly at (FTS) 535-7253, or (202) 535-7251.

Sincerely,

A handwritten signature in cursive script, reading "Steven Garfinkel", is written over a horizontal line.

Steven Garfinkel  
Director

Mr. Rae M. Huffstutler  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Enclosures

## ENCLOSURE 1

### QUESTIONS CONCERNING STANDARD ADP LABELS

**QUESTION ONE:** Do the labels fit on 3½ inch diskettes? If they do, how do you apply them without interfering with the operation of the diskette in the computer system?

**Answer:** The labels fit on the 3½ inch diskette, as well as the 8 inch and 5¼ inch diskettes. However, especially on the smaller diskettes, you must exercise care in applying them in order to avoid interfering with the operation of the diskette in the computer system. Please refer to the attached instructions and illustrations (Exhibits A and B) for the recommended means of attaching to a 5¼ and 3½ inch diskette, respectively, both a Data Descriptor Label (SF 711), and a classification level label (either SF 706, 707, 708, 709, or 710).

**QUESTION TWO:** What is the purpose of the SF 710, UNCLASSIFIED Label, and when should it be used?

The SF 710, UNCLASSIFIED Label, is intended for use in those environments in which both classified and unclassified information is being processed. Its purpose is to help differentiate those removable ADP storage media that do not contain classified information from those that do contain classified information. It is not intended that the SF 710 be placed on everything that is not classified. For example, an office that works with unclassified information exclusively has no need to apply the SF 710 to its diskettes or other ADP storage media.

**QUESTIONS THREE AND FOUR:** When is it necessary to request a waiver from the use of the labels, SF 706-711? Must an agency seek a waiver in order to use color-coded and/or pre-stamped diskettes?

An agency must request a waiver from ISOO from the use of any or all of the labels, SF 706-711, only when it wishes to use an alternative label(s) for the same purpose(s) served by the standard forms. Generally, if an agency can show that its form provides better security at a comparable cost, ISOO will approve the waiver. The labels SF 706-711 were developed to help resolve a glaring security need: To identify and protect classified information contained in small removable storage media such as cassette tapes, floppy disks, cartridge disks, reel tapes, Winchester disks, microforms, and the like. Executive branch agencies are not required to use these standard labels if they do

not already use labels for these purposes. Therefore, an agency that chooses not to use labels does not need a waiver from ISOO. However, ISOO strongly encourages the use of these standardized labels wherever and whenever feasible.

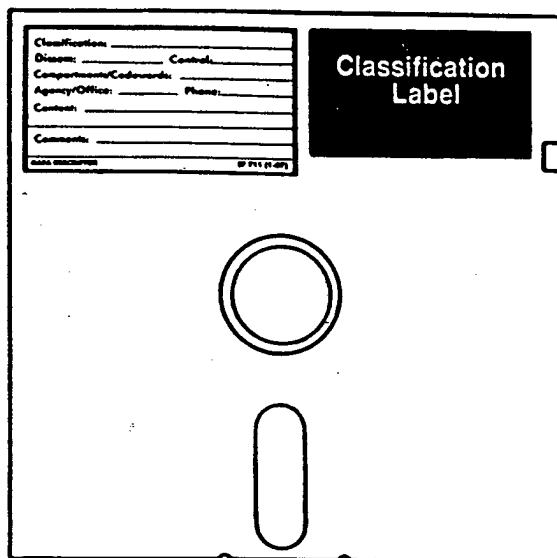
If an agency wishes to use color-coded and/or pre-stamped diskettes on which to maintain classified information, it is not necessary to come to ISOO for a waiver from the use of the SF 706-711. Since there are no standardized color-coded or pre-stamped diskettes, the issue of waiver is not applicable. It should be noted, however, that ISOO, in coordination with other interested agencies, considered the issuance of standardized, color-coded diskettes and rejected it in favor of the labels, SF 706-711. Unused color-coded or pre-stamped diskettes far too often create confusion about whether or not they contain classified information. Therefore, these diskettes will ordinarily require protection as classified information even before classified information is stored in them. They also cannot be used to store information at a higher classification level than their color-coding or stamping indicates, while the standardized labels permit this flexibility. For example, a diskette that previously contained only **Confidential** level information and was protected with an SF 708 **Confidential** label could be used to store **Secret** level information by covering the SF 708 with an SF 707 **Secret** label.

Although ISOO cannot direct the non-use of color-coded diskettes, it strongly recommends that, if they are used, the standardized color scheme for the three classification levels be followed: blue for **Confidential**; red for **Secret**; and orange for **Top Secret**. Also, for those agencies that decide to use color-coded and/or pre-stamped diskettes, ISOO strongly recommends the concurrent use of the SF 711, Data Descriptor Label. This label may be useful in providing additional information otherwise lacking on the diskette.

**QUESTION FIVE:** Why didn't ISOO develop a label that included the "Classified by" and "Declassify on" lines?

A removable storage medium, such as a floppy diskette, may very well contain any number of classified documents, each with its own "Classified by" and "Declassify on" lines. Including "Classified by" and "Declassify on" lines on a label placed on a floppy diskette that contains classified information would be equivalent to placing "Classified by" and "Declassify on" lines on a security container which stores more than one classified document.

# Instructions For Placement Of Labels (SF 706 - SF 711)

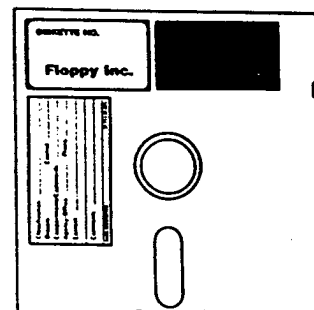


## Suggested label placement

Always place the classification level label at the top of the diskette.

## Exhibit A - 5-1/4" Diskette

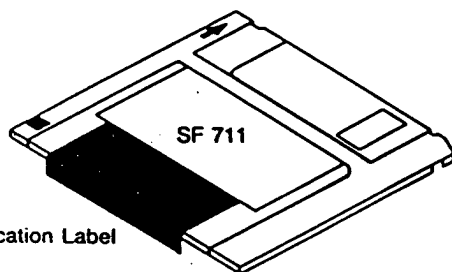
Place the SF 711, Data Descriptor label, on the upper left hand corner of the diskette, approximately 1/8 inch from each edge. Within approximately 1/8 inch from the right edge of the SF 711, place the appropriate classification level label, either SF 706, SF 707, SF 708, SF 709, or SF 710. Be careful not to place the classification level too close to the right edge of the diskette. If a manufacturer's label is already in the upper left or right hand corner of the diskette and the information on that label is necessary, place the SF 711 on the side of the diskette, as shown in the cut-out. The classification level label must remain either on the upper left or right hand corner of the diskette.



Optional SF 711 label placement  
(When manufacturer's label is necessary)

## Exhibit B - 3-1/2" Diskette

Place the top edge of the SF 711, Data Descriptor label, at the top of the indented portion of the diskette. (This is on the side of the diskette without the hub.) Place the appropriate classification level label, SF 706, SF 707, SF 708, SF 709, or SF 710, directly below the SF 711. Press the bottom of the classification level label around the bottom edge of the diskette, so that the bottom edge of the label adheres to the side of the diskette with the hub. (When the diskette is placed in the computer's disk drive, you will be able to see the label color if the edge of the diskette protrudes.)



Classification Label

Fold and wrap the classification label around the bottom edge of the diskette.

